

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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# PHA Plans

5 Year Plan for Fiscal Years 2007 - 2011

Annual Plan for Fiscal Year 2007

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**



**PHA Plan  
Agency Identification**

**PHA Name:** Crossville Housing Authority

**PHA Number:** TN042

**PHA Fiscal Year Beginning:** 01/2007

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2007 - 2011**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)

The mission of the Crossville Housing Authority is to serve low-income families within the Authority's jurisdiction. The Crossville Housing Authority will strive to provide safe and sanitary housing that is affordable, promote the well being of our clients and provide stable housing without discrimination.

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
- ☒ Apply for additional rental vouchers:
  - ☐ Reduce public housing vacancies:
  - ☒ Leverage private or other public funds to create additional housing opportunities:
  - ☒ Acquire or build units or developments
  - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
- ☒ Improve public housing management: (PHAS score) 89
  - ☒ Improve voucher management: (SEMAP score) 135
  - ☒ Increase customer satisfaction:



- ☐ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- ☒ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☒ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☐ Provide voucher mobility counseling:
- ☒ Conduct outreach efforts to potential voucher landlords
- ☐ Increase voucher payment standards
- ☒ Implement voucher homeownership program:
- ☒ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

☒ PHA Goal: Provide an improved living environment

Objectives:

- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements:
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:



- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - ☐ Other: (list below)

**Other PHA Goals and Objectives: (list below)**



**Annual PHA Plan**  
**PHA Fiscal Year 2007**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

**Streamlined Plan:**

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**The Crossville Housing Authority has completed this Agency Plan in consultation with CHA residents and local communities. The Plan was discussed with residents on April 19, 2006, May 4, 2006, May 16, 2006, and June 16, 2006. The Resident Management Committee, the Resident Initiatives Committee, the Maintenance Committee, and the Security Committee met on April 25, 2006 and May 19, 2006.**

**The public was afforded the opportunity to review the plan between June 20 and August 9, and to offer comments at a public hearing held on August 9, 2006.**

**The Annual Agency Plan is summarized as follows:**

**Housing Needs**

The CHA current waiting list is excessive and the demand for public housing and Section 8 assistance is evident. Our greatest demand is for small bedroom units (1 and 2 bedroom).

**Financial Resources**

The CHA expects to expend approximately \$4,566,146 in the year 2007 for operations, capital improvements and administrative costs.



### **Eligibility, Selection and Admission Policies**

The CHA standard operating policies and Section 8 policies are revised to comply with the requirements of the QHWRA through regulations published in the Federal Register on March 29, 2000. These policies will be updated as HUD issues further guidance.

### **Rent Determination – Discretionary Policies**

1. Ceiling Rents
2. Flat Rents
3. Minimum Rent of \$50.00 for Public Housing and Section 8 (excluding the Shelter Plus Care program – minimum rent is waived for participants with no income)

### **Operations and Management**

The CHA has developed a Practice and Procedures manual, which includes all of our policies relating to public housing and Section 8 administration, management, maintenance, leasing and occupancy. These policies have been revised to comply with the recently mandated requirements of the QHWRA.

### **Grievance Procedure**

The CHA revised its grievance procedure to comply with the QHWRA and will continue to make revisions as additional issues are addressed by HUD regulations.

### **Capital Improvements**

Our projected funding under the Capital Funds Program is \$464,248. Our focus for the 2007 program year is to continue to modernize 42-1.

### **Demolition and/or Disposition**

CHA is not planning to engage in any unit demolition in 2007.

### **Designation**

The CHA plans to maintain the current elderly/disabled designation that applies to a portion of its units. The CHA has no plans to designate additional units in the future.

### **Conversion of Public Housing**

The CHA has no current plans to designate any developments or buildings to tenant-based assistance.

### **Homeownership**

The CHA currently has a Section 5(h) and a Section 32 Homeownership Program to provide the working low and moderate-income public housing families the opportunity to purchase their own homes. The CHA also has in place a Section 8 Homeownership Program that was adopted July 13, 2001. Also, the CHA has recently established a 523 Self-Help Homeownership program.



### **Self-Sufficiency Programs**

The CHA offers and provides a variety of services to their residents. These services include educational programs such as GED classes, learning works, stay-in-school program and TNT program as well as daycare services and homeownership opportunities. The CHA also administers a Family Self-Sufficiency Program. This program combines housing assistance with career planning, training and support services to help families toward their goal of self-sufficiency. Services offered through the Family Self-Sufficiency Program include career explorations, small business training and development, life skills training and budget and money management counseling.

### **Safety and Crime Prevention**

The CHA has addressed and will continue to address the problems with security and crime in their developments as well as the surrounding neighborhoods. The CHA will work in cooperation with the police department, residents and private security services to address safety and crime. In addition to the current anti-crime and security activities the CHA has a strict anti-drug screening policy and partnerships with law enforcement agencies.

### **Ownership of Pets**

The CHA has a policy related to tenant-owned pets. This policy permits all CHA residents to own pets subject to compliance with specific requirements of the pet lease.

### **Civil Rights Certifications**

We have included the required certification regarding Fair Housing and Civil Rights in this plan.

### **Annual Audit**

Our most recent annual audit for fiscal year 2004 is on file at our local HUD office in Knoxville, Tennessee and is also available for review in our main office during normal business hours. The audit for fiscal year 2005 is currently underway.

### **Asset Management**

It is the goal of CHA to manage our assets (physical properties, financial resources and manpower) as efficiently as possible to meet the intent of our Mission Statement.



### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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#### **Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### **Required Attachments:**

- ☒ Admissions Policy for Deconcentration
- ☒ FY 2007 Capital Fund Program Annual Statement
- ☒ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### **Optional Attachments:**

- ☒ PHA Management Organizational Chart
- ☒ FY 2007 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan



- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)

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### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
Y	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Y	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Y	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require	5 Year and Annual Plans



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	the PHA's involvement.	
Y	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
Y	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Y	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
Y	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Y	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
Y	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Y	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Y	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Y	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
Y	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Y	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Y	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
Y	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Y	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
Y	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
Y	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
Y	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
Y	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
Y	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Y	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Y	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Y	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Y	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
Y	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
Y	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the



following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type Cumberland County</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	811	5	5	5	5	N/A	N/A
Income >30% but <=50% of AMI	792	4	4	4	4	N/A	N/A
Income >50% but <80% of AMI	813	3	3	3	3	N/A	N/A
Elderly	615	4	5	5	4	N/A	N/A
Families with Disabilities							
Race/Ethnicity Hispanic	79	5	4	4	4	N/A	N/A
Race/Ethnicity Black Non-Hispanic	4	5	4	4	4	N/A	N/A

<b>Housing Needs of Families in the Jurisdiction by Family Type Bledsoe County</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	224	5	5	5	5	N/A	N/A
Income >30% but <=50% of AMI	128	4	4	4	4	N/A	N/A
Income >50% but <80% of AMI	201	3	3	3	3	N/A	N/A
Elderly	119	4	5	5	4	N/A	N/A
Families with Disabilities							
Race/Ethnicity Hispanic	30	5	4	4	4	N/A	N/A
Race/Ethnicity Black Non-Hispanic	20	5	4	4	4	N/A	N/A



<b>Housing Needs of Families in the Jurisdiction by Family Type Rhea County</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	640	5	5	5	5	N/A	N/A
Income >30% but <=50% of AMI	479	4	4	4	4	N/A	N/A
Income >50% but <80% of AMI	559	3	3	3	3	N/A	N/A
Elderly	353	4	5	5	4	N/A	N/A
Families with Disabilities							
Race/Ethnicity Hispanic	27	5	4	4	4	N/A	N/A
Race/Ethnicity Black Non-Hispanic	110	5	4	4	4	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s  
Indicate year: 2005
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- ☐ Other sources: (list and indicate year of information)

## **B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.



Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	143		123
Extremely low income <=30% AMI	137	96%	
Very low income (>30% but <=50% AMI)	6	4%	
Low income (>50% but <80% AMI)	0	0	
Families with children	71	50%	
Elderly families	3	2%	
Families with Disabilities	29	20%	
Race/ethnicity Hispanic	1	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			



Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	175		89
Extremely low income <=30% AMI	165	94%	
Very low income (>30% but <=50% AMI)	5	3%	
Low income (>50% but <80% AMI)	5	3%	
Families with children	82	47%	
Elderly families	6	3%	
Families with Disabilities	28	16%	
Race/ethnicity Hispanic	2	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	103	59%	
2 BR	46	26%	
3 BR	22	13%	
4 BR	4	2%	
5 BR	0		
5+ BR			



Housing Needs of Families on the Waiting List
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes:
How long has it been closed (# of months)?
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☒ Other (list below)

Expansion of available housing opportunities.

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply



- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☒ Other: (list below)

Apply for funding to hire an elderly service coordinator in order to facilitate the development of affordable assisted living in public housing.

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**



**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs****Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)****(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA



- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2007 grants)</b>		
a) Public Housing Operating Fund	551,120	
b) Public Housing Capital Fund	464,248	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,202,489	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	113,268	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Rural Development 523	224,715	
Shelter Plus	85,931	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
TN37P04250105	322,495	Upgrade units



<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>3. Public Housing Dwelling Rental Income</b>	710,000	
<b>4. Other income</b> (list below)		
Other income/interest	21,000	
<b>4. Non-federal sources</b> (list below)		
Non-public rental income	1,368,126	
<b>Total resources</b>	5,063,392	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)  
☐ When families are within a certain time of being offered a unit: (state time)  
☒ Other: At time of application

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity  
☒ Rental history  
☒ Housekeeping  
☒ Other: Credit check

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?



- e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

## **(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list  
☐ Sub-jurisdictional lists  
☐ Site-based waiting lists  
☐ Other (describe)

- b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office  
☐ PHA development site management office  
☐ Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office  
☐ All PHA development management offices  
☐ Management offices at developments with site-based waiting lists  
☐ At the development to which they would like to apply  
☐ Other (list below)

## **(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)



- ☐ One  
☐ Two  
☒ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

#### **(4) Admissions Preferences**

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies  
☐ Overhoused  
☒ Underhoused  
☒ Medical justification  
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)  
☒ Resident choice: (state circumstances below)  
     Resident choice is a low priority, only 2 per month are permitted.  
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☒ Victims of domestic violence  
☒ Substandard housing  
☐ Homelessness



- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability  
☐ Veterans and veterans' families  
☐ Residents who live and/or work in the jurisdiction  
☐ Those enrolled currently in educational, training, or upward mobility programs  
☐ Households that contribute to meeting income goals (broad range of incomes)  
☐ Households that contribute to meeting income requirements (targeting)  
☐ Those previously enrolled in educational, training, or upward mobility programs  
☐ Victims of reprisals or hate crimes  
☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1      Date and Time

Former Federal preferences:

- 1      Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
1      Victims of domestic violence  
1      Substandard housing  
1      Homelessness  
1      High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability  
☐ Veterans and veterans' families  
☐ Residents who live and/or work in the jurisdiction  
☐ Those enrolled currently in educational, training, or upward mobility programs  
☐ Households that contribute to meeting income goals (broad range of incomes)  
☐ Households that contribute to meeting income requirements (targeting)  
☐ Those previously enrolled in educational, training, or upward mobility programs  
☐ Victims of reprisals or hate crimes  
☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers



- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease  
☒ The PHA's Admissions and (Continued) Occupancy policy  
☒ PHA briefing seminars or written materials  
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal  
☒ Any time family composition changes  
☒ At family request for revision  
☐ Other (list)

**(6) Deconcentration and Income Mixing**

a. ☐ Yes ☒ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. ☐ Yes ☐ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]



## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☒ Criminal or drug-related activity
- ☐ Other (describe below)

### (2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office
- ☐ Other (list below)



### **(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

CHA will consider any reasonable request for an extension up to the 120-day limit required by HUD.

### **(4) Admissions Preferences**

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☒ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs



- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1      Date and Time

Former Federal preferences

- 1      Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1      Victims of domestic violence
- 1      Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)



- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
- ☒ Other: Printed pamphlets  
Referrals from partnering service agencies

### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

#### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)



b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

- The family has lost eligibility or is awaiting an eligibility determination for a Federal, State or Local assistance program.
- The family would be evicted as a result of the imposition of the minimum rent requirement.
- The income of the family has decreased because of changed circumstances, including loss of employment.
- A death in the family has occurred.
- Other circumstances determined by CHA and HUD.

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member  
☐ For increases in earned income  
☐ Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- ☐ For household heads  
☐ For other family members  
☐ For transportation expenses



- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☒ Other: Deduction of child-support

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☒ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☒ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase



- ☒ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$100.00
- ☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☒ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket



☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?  
(select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

The CHA uses HUD's required minimum rent hardship exemptions, which are as follows:

1. The family has lost eligibility or is waiting on eligibility determination for a Federal, State, or Local assistance program.
2. The family would be evicted as a result of the imposition of the minimum rent requirement.
3. The income of the family has decreased because of changed circumstances, including loss of employment.
4. A death in the family has occurred.
5. Other circumstances determined by the CHA and HUD.



## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	327	97
Section 8 Vouchers	275	153 (includes special
Section 8 Certificates		purpose vouchers)
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	Unification - 20 Mainstream - 8 Homeownership - 21 Shelter Plus I - 12 Shelter Plus II - 3	
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
HOMES	98	20



### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Check Cashing Policy  
Capitalization  
Maintenance Uniform Policy  
Check Signing Policy  
Drug Free Workplace Policy  
Grievance Procedure  
General Depository  
Insurance Register  
Personnel Policy  
Pet Policy  
Petty Cash  
Procurement Policy  
Rent Collection Policy  
Employee Retirement Plan  
Sexual Harassment Policy  
Travel Policy  
Admissions and Continued Occupancy Policy  
Deconcentration  
Community Service  
Third Party Verification Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

### **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

#### **A. Public Housing**

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?



If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office  
☐ PHA development management offices  
☐ Other (list below)

## **B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office  
☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment

-or-



- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- ☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment
- or-
- ☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

**B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No:
- a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway



☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:



6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/>



Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to



block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- ☐ Conversion Plan in development
- ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)
- ☐ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: )
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☒ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)



2. Activity Description

☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: Rosewood Terrace 1b. Development (project) number: 42-1
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (01/08/1999)
5. Number of units affected: 8 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: Goodwin Court 1b. Development (project) number: 42-4
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:



(01/08/1999)
5. Number of units affected: 6
6. Coverage of action: (select one)
<input checked="" type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: Netherton / Storie Avenue
1b. Development (project) number: 42-14
2. Federal Program authority:
<input type="checkbox"/> HOPE I
<input type="checkbox"/> 5(h)
<input type="checkbox"/> Turnkey III
<input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)
<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program
<input type="checkbox"/> Submitted, pending approval
<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (01/08/1999)
5. Number of units affected: 15 (3 have been sold)
6. Coverage of action: (select one)
<input checked="" type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: Woody Court / Braun Street
1b. Development (project) number: 42-16
2. Federal Program authority:
<input type="checkbox"/> HOPE I
<input type="checkbox"/> 5(h)
<input type="checkbox"/> Turnkey III
<input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)
<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program
<input type="checkbox"/> Submitted, pending approval
<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:



(01/08/1999)

5. Number of units affected: 25 (6 have been sold)

6. Coverage of action: (select one)

☒ Part of the development

☐ Total development

## B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☐ Yes ☒ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### A. PHA Coordination with the Welfare (TANF) Agency



1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals  
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)  
☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
☐ Jointly administer programs  
☐ Partner to administer a HUD Welfare-to-Work voucher program  
☐ Joint administration of other demonstration program  
☐ Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies  
☐ Public housing admissions policies  
☒ Section 8 admissions policies  
☐ Preference in admission to section 8 for certain public housing families  
☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA  
☐ Preference/eligibility for public housing homeownership option participation  
☒ Preference/eligibility for section 8 homeownership option participation  
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )



Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Teens Need Training (TNT)	10	First Come	Main Office	Both
Learning Works	15	First Come	Main Office	Both
Gateway Educational Center	110	First Come	Main Office	Both
Young Marines	33	First Come	Main Office	Both
Meals on Wheels	30	First Come	Main Office	Both
Elderly/Disabled Services	40	First Come	Main Office	Both
Summer Youth Program	40	First Come	Main Office	Both
Tae Kwon Do	4	First Come	Main Office	Both
Senior Day Out	12	First Come	Main Office	Both
Weight Training	5	First Come	Main Office	Both
Spanish Class	4	First Come	Main Office	Both
Coffee with the Director	15	First Come	Main Office	Both
Christmas Program	335	First Come	Main Office	Both
Back to School Bash	200	First Come	Main Office	Both

## **(2) Family Self Sufficiency program/s**

### **a. Participation Description**

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2007 Estimate)	Actual Number of Participants (As of: 06/30/06)
Public Housing	10	14
Section 8	30	15 (we are under a HUD waiver)

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### **C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)



- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**“Implementation of Public Housing Resident Community Service Requirements”**

**A. REQUIREMENT**

As a requirement of residency in the public housing units of Crossville Housing Authority (CHA), each resident shall:

- Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides.
- Or**
- Participate in an economic self-sufficiency program (defined below) for 8 hours per month.
- Or**
- Perform 8 hours per month of combined activities (community service and economic self-sufficiency program).

**B. EXEMPTIONS**

CHA shall provide an exemption from the community service requirement for an individual who:

1. Is 62 years of age or older.
2. Is a blind or disabled individual, as defined under section 216[i][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual.
3. Is engaged in a work activity as defined in section 407[d] of the Social Security Act.
4. Meets the requirements for being exempt from having to engage in a work activity under the State program funded under Part A of Title IV of the Social Security Act, or under any other welfare program of the State of Tennessee, including a



State administered welfare-to-work program, and has not been found by the State or other administering entity to be in non-compliance with such a program.

CHA will re-verify exemption status annually except in the case of an individual who is 62 years of age or older. Residents will be permitted to change exemption status during the year if status changes.

### **C. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM**

For purposes of satisfying the community service requirement, participating in an economic self-sufficiency program is defined, in addition to the exemption definitions described above, by HUD as: “Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.”

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

In addition to the HUD definition above, CHA also includes:

- Participation in the Family Self-Sufficiency Program and being current in the steps outlined in the Individual Training and Services Plan.
- Other activities as approved by CHA on a case-by-case basis.

### **D. ANNUAL DETERMINATIONS REQUIREMENT**

For each public housing resident subject to the requirement of community service, CHA shall, 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement. Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

CHA will verify compliance annually. If the qualifying activities are administered by an organization other than CHA, they will obtain verification of family compliance from such third parties. Family members will not be permitted to self-certify that they have complied with community service requirements.

### **E. NONCOMPLIANCE**

If CHA determines that a resident subject to the community service requirement has not complied with the requirement, CHA shall notify the resident of such noncompliance, and that:



1. The determination of noncompliance is subject to the administrative grievance procedure under CHA's Grievance Procedures policy.
2. Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed.
3. CHA shall not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the HA enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any non-compliance with the community service requirement by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.
4. CHA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

#### **F. PHA RESPONSIBILITY**

Crossville Housing Authority will ensure that:

1. All community service programs are accessible for persons with disabilities.
2. The conditions under which the work is to be performed are not hazardous.
3. The work is not labor that would be performed by CHA's employees responsible for essential maintenance and property services.
4. The work is not otherwise unacceptable.

#### **G. PHA IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT**

CHA will administer its own community service program. A list of community services and volunteer opportunities available throughout the community will be made available to public housing residents.

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
  - ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments



- ☐ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☒ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

All CHA developments

## **B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- ☒ Crime Prevention through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

All CHA developments

## **C. Coordination between PHA and the police**



1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

All CHA developments

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- ☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

Pet policy for CHA

LEASE ADDENDUM

TO ALLOW FOR PETS

Lessee: \_\_\_\_\_

Project No. \_\_\_\_\_ Unit No. \_\_\_\_\_ Pet Deposit: \$100.00

Address: \_\_\_\_\_



Name and description of pet: \_\_\_\_\_

I, \_\_\_\_\_ agree to the following rules and statements made in this Lease Addendum as set by the Crossville Housing Authority.

When the Crossville Housing Authority refers to pets, that means only dogs, cats, birds, and fish are included. This Lease Addendum tells me what I am responsible for and what the Crossville Housing Authority is responsible for concerning my dog or cat.

**Only one pet is allowed per family.**

I also understand that my pet cannot be larger than:

- (a) Dog – 15 inches tall when full grown
- (b) Cat – 10 inches tall when full grown

I agree to pay a damage deposit of \$100.00 (subject to increase) for cats and dogs, none for birds or fish. This deposit shall be paid in advance. This deposit is refundable if no damage is done, by or as a result of the pet, as verified by Management, after tenant disposes of the pet or moves.

**WHAT I MUST DO**

- I must provide the Crossville Housing Authority with all verifications of my pet's inoculations, neutering, license, etc. before I can have my pet and I must bring verification of inoculations each year at the annual reexamination time.
- I must make sure my pet receives the medical care necessary for my pet to maintain good health.
- I must have my dog or cat on a leash any time it is out of my own unit.
- My dog or cat will remain inside my unit except for short periods of time while being walked or exercised by a responsible person. No animal shall be permitted in the Community Room. NO DOG HOUSES, animal runs, etc., will be permitted.
- I must accept complete responsibility for any damages to property caused by my pet. This includes other residents' property as well as all Crossville Housing Authority property.
- I will hold harmless the Crossville Housing Authority for any injuries or damages caused by my pet.
- I must accept complete responsibility for the behavior and conduct of my pet at all times.
- I will be responsible for promptly cleaning up pet droppings on the grounds by placing in a plastic bag with closure and properly disposing of said droppings.



- I will take adequate precautions to eliminate any pet odors within or around my unit and maintain sanitary conditions at all times.
- I will provide litter boxes for cat waste, which will be kept in the unit. I will not let waste accumulate. I will be responsible for properly disposing of cat waste by placing it in a plastic bag with closure and placing it in a trash container.
- I will not alter my unit or grounds to create an enclosure for any pet.
- I understand that tenants are prohibited from harboring and feeding stray animals. The feeding of stray animals shall constitute having a pet without permission of Management.
- I understand that no pet may be kept in violation of state humane or health laws, or local ordinances.
- In the event of my pet's death, I must dispose of the remains according to local health regulations.

#### **WHAT THE CROSSVILLE HOUSING AUTHORITY WILL NOT DO**

- The CHA will not be responsible for my pet at any time regardless of the circumstances.
- The CHA will not be responsible for any damages or injuries caused by my pet.
- The CHA will not permit my pet to become a nuisance to management or any residents.

#### **WHAT THE CROSSVILLE HOUSING AUTHORITY WILL DO**

- When it is necessary for the CHA to spray for fleas and ticks or other insects caused by my pet other than at the regular appointed time, the CHA will charge me for the cost of spraying.
- The CHA will dispose of my pet in any way necessary, if at any time I leave my pet unattended or abandoned.
- The CHA will take appropriate actions if my pet is causing the living or working conditions in my project to be unsafe, unsanitary or indecent.

Tenants who violate these rules are subject to: (a) being required to permanently remove the pet within fourteen (14) days of notice by Management; and/or (b) eviction.

#### **DO I UNDERSTAND THIS LEASE ADDENDUM?**

By signing this Lease Addendum, I am saying that the CHA has gone over it with me. I am also saying that I understand all of it. I understand that this is an agreement between me and the Housing Authority and that it is a legally binding contract between me and the Crossville Housing Authority.

We signed this Lease Addendum on \_\_\_\_\_, 2006

Lessee:

Crossville Housing Authority



By: \_\_\_\_\_

Title: \_\_\_\_\_

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)  
☐ Not applicable  
☐ Private management  
☒ Development-based accounting



- ☐ Comprehensive stock assessment  
☐ Other: (list below)

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- ☒ Attached at Attachment A - L  
☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.  
☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:

- ☒ Other: (list below)  
Resident meetings were held throughout the 5-Year Plan process. Comments were taken under consideration when formulating the plan.

### **B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process N/A

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations  
☐ Candidates could be nominated by any adult recipient of PHA assistance



- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: State of Tennessee

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Crossville Housing Authority's PHA Plan corresponds with many of the points in the State of Tennessee's Consolidated plan written under the auspices of the Tennessee Housing Development Agency.



One of the key points in Tennessee's consolidated plan is to increase the amount of affordable housing and to preserve the existing affordable housing. CHA's plan also calls for the expansion and improvement of affordable housing. CHA continues to work to keep its housing inventory well- maintained and modernized on a regular basis. Another main aspect of the Tennessee Consolidated plan is to promote the general enhancement of the quality of life for low-income residents. CHA has a well developed resident service program that serves children to seniors with educational improvement, self-improvement and social activities. CHA also works toward the deconcentration of poverty working toward a mix of income levels in its developments and neighborhoods.

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.



## Attachment A

# **5 Year Plan First Resident Meeting April 19, 2006**

### **Attendance:**

#### **CHA Staff**

Don Alexander  
Stan Lewis  
Kathy Vanlandingham

#### **Residents**

Elsa Carmelino  
Ollie Holmes

Don Alexander opened the meeting with introductions of CHA staff present and reports on new programs:

- **Hospice House** has begun construction
- **Oakmont** has begun construction with completion scheduled for next winter.
- **523 Mutual Self-Help** program has 17 houses out of the ground, and 8 more to begin soon. CHA is searching for land for the next subdivision, probably to be farther out in the county.
- An application has been made for another LIHTC project, **Green Meadows Townhomes**, which will probably be the last building project for the near future. The focus will generally be to partner with Creative Compassion on projects that are geared toward special-needs clients.
- CHA recently purchased **Millstream Apartments**, a elderly-housing apartment complex on Wayne Ave.

Stan Lewis reported on Capital Funds projects. In the last year, CHA has completed the renovation of the **Goodwin Court** units. In some cases, floor plans needed to be reconfigured. Many of the units received new HVAC units. As needed, cabinets, flooring, and fixtures were replaced or repaired. New range hoods were added to all units, as well as new lights and smoke alarms. All units were cleaned, received new paint, and minor maintenance issues were taken care of. Sidewalks in the project were repaired, removed, or replaced and outdoor handrails were repaired. There were also some off-street parking places added.

Work will begin soon on the **Rosewood Terrace** units, which is the oldest public housing project. The major issues consist of: replacement/update of the electrical and plumbing; and dealing with the concrete wall issues. Since even the interior walls are concrete block, moisture is a problem resulting in peeling paint, mold and mildew. To date, two of the units have been gutted, with new interior walls being added back. Plans for the project include replacing HVAC units with split systems, replacing flooring as needed,



modifying windows to come into egress requirements and doing general painting and maintenance work as needed. Sidewalks will be replaced/repaired/removed as needed.

With there being no further questions or comments the meeting was adjourned.

## **Attachment B**



# **5 Year Plan**

## **Second Resident Meeting**

### **May 4, 2006**

#### **Attendance:**

##### **CHA Staff**

Don Alexander  
Kathy Vanlandingham

##### **Residents**

Elsa Carmelino  
Ollie Holmes  
Rebecca Moles

Don Alexander welcomed the residents in attendance and thanked them for their participation and interest.

A listing of policies to be discussed was presented with Mr. Alexander explaining the changes and asking for input.

- **Security Deposit** - Mr. Alexander indicated that the current rate has been in place of 10-12 years. The increase was not felt to be a burden, as long as CHA is willing to compromise on the payment of it. Proposed is an option to have half of the deposit payable in installments.
- **Returned Check Charge** - An increase was agreed to be justifiable.
- **Pet Policy** - After comments concerning the enforcement of the pet lease, Mr. Alexander stated that we need help from the residents to report tenants who are breaking the rules. Complaints should be made to the front office for investigation. Mr. Alexander also commented that we have a maximum pet size regulation for safety reasons.
- **Water Usage** - Recently the CHA established a new water policy that prohibits pools and outdoor water toys in public housing units. Maintenance has also removed the outdoor water bibbs on those units that do not have separate meters. This course of action was deemed necessary after a review of water consumption in all CHA public housing units, showing a drastic increase in the units that do not pay for their water separately. Mr. Alexander commented that maybe in the future meters can be added to all the units.
- **One Strike** - Mr. Alexander explained that the policy was in place for the benefit and safety of the entire project community. All present agreed that it was a sound policy. However, the new Shelter-Plus-Care Program can include persons with disabilities including drug/alcohol dependencies. These tenants are guided by case managers who supervise their adherence to the rules of the program.
- **Smoking/Non-Smoking Units** - Although the idea of having non-smoking units may sound attractive on the surface, it is full of impracticalities that



virtually prohibit the implementation of it. It would require a separation of our waiting list into smoking and non-smoking and would necessitate supervision at a level we are not able to accomplish. Residents agreed that in theory it would be nice, but understand that it is not really feasible.

- **Project-Based Accounting** - This year HUD is requiring all public housing authorities to change the way assets are managed and reported on. These changes have the potential to drastically alter the way CHA and all public housing authorities manage their properties. We are continuing to work on compliance with these new regulations.

Rebecca Moles asked if it is the tenant's responsibility to clean out the gutters at Willowwood. Mr. Alexander stated that CHA's maintenance department would be in charge of cleaning the gutters periodically.

With there being no further questions or comments the meeting was adjourned.

## **Attachment C**



# **5 Year Plan**

## **Third Resident Meeting**

### **May 16, 2006**

#### **Attendance:**

##### **CHA Staff**

Don Alexander  
Kathy Vanlandingham

##### **Residents**

Elsa Carmelino  
Ollie Holmes  
Roger Scott  
Susan Scott  
Victoria Scott

Don Alexander welcomed the residents in attendance and thanked them for their participation and interest. He then opened the floor for comments about items that were of interest to them.

The first item that came up was in regards to parking. It was agreed that parking was a general problem. Many of the projects do not have off-road parking, requiring residents to compete for parallel parking in front of their units. Wherever possible, driveways/parking areas have been added, but lack of space negates the possibility of adding them everywhere. A suggestion was made to paint lines, assigning a space to each unit. Another suggestion was to add a sign stating "Resident Parking Only", in the hopes that that would reduce guest parking. With complaints regarding the number of vehicles some tenants own, Mr. Alexander pointed out that CHA does not limit the number you may own, but it is a requirement that all residents' vehicles are registered and must display the CHA sticker. He requested that residents please report unauthorized vehicles to the front office, so CHA may take action. CHA does require that vehicles must be operable and that the registration must be current. Junked cars should be reported as well as non-resident vehicles.

Roger Scott asked if it would be possible to hire a private security company to monitor vehicles. Mr. Alexander explained that we do have a security company that polices the projects, but budget restraints limit the time that would be needed to monitor vehicles. The best alternative is for residents to report irregularities.

Mr. Alexander then explained that the Five Year Plan was an ongoing, regular planning process for public housing authorities. Each year we seek input from residents on policies, programs, and work to be done.

Susan Scott remarked that the windows in her unit seem to be letting in cold air, although Mr. Alexander commented that they had been replaced app. four years ago. He commented that it was to the tenant's advantage to keep the furnace filters changed as this



would improve their heating ability. Regular maintenance is done on all units, but the tenants should replace filters as necessary.

Mr. Alexander commented on the changes public housing is going through, with the new requirement of asset management. CHA's subsidy amount should increase in the next year, but it is not possible to count on that. He also pointed out that we have three key staff members retiring next year, resulting in a need to reorganize certain positions. Susan Scott suggested that if staffing becomes a problem, perhaps volunteers could be recruited to help with certain office duties.

With the question being asked, Mr. Alexander stated that the newsletter is now published quarterly, a change from our previous monthly printing.

Susan Scott asked what the white transport vans were used for. Mr. Alexander talked about our various programs that use the vans. Community Cares provides supportive services to our elderly and/or disabled residents. We also have an after-school program that includes field trips as well as daily transportation of children to/from school and then home in the evening.

In closing, Mr. Alexander stated that the final resident meeting in this planning process would be held next month. This would be a longer meeting, as the entire plan will be reviewed. Lunch will be provided to those attending.

With there being no further questions or comments the meeting was adjourned.

## **Attachment D**



# **5 Year Plan**

## **Final Resident Meeting**

### **June 16, 2006**

## **Minutes**

### **Attendance:**

#### **CHA Staff**

Don Alexander  
Kathy Vanlandingham

#### **Residents**

Elsa Carmelino  
Ollie Holmes  
Gladys McNeal  
Rebecca Moles

Don Alexander welcomed the residents in attendance and thanked them for their participation and interest.

Mr. Alexander began the review with an explanation that the Five-Year Plan portion of the document basically dealt with overall goals, giving us the opportunity to consider the long-range plans of the organization. The largest part of the document is the Annual Plan, which deals with things more specifically.

Major goals included pursuing additional Shelter Plus vouchers in order to increase the number of available rental vouchers. With additional projects under consideration, CHA continues to seek grants and matching grants for funding. Improving housing quality continues to be a major objective. CHA's PHAS score is almost to the High Performing level. The SEMAP score is currently rated as High. Management is exploring new avenues to streamline and improve financial functions such as direct deposit of payroll checks and Section 8 payments, and ACH debits of resident's monthly rent.

New policies that have been discussed at recent resident meetings include: raising ceiling rents, increasing the security deposit, and increasing the returned-check fee.

Capital fund programs and asset management issues were discussed.

The rest of the document was reviewed with little comment.

With there being no further questions or comments the meeting was adjourned.

## **Attachment E**



# **5 Year Plan**

## **Management Committee Meeting**

### **April 25, 2006**

## **Minutes**

### **Attendance:**

<b><u>CHA Staff</u></b>	<b><u>Residents</u></b>	
Harold Christopher	David Rose	Ursula Schedewie
Janet Collins	Mary Rose	Ralph Sherrill
Cammie Music	Verne Wilson	Carol Luttrell
Stella South	Grace Kelsch	Sherry Vincil
Kimber Woodward	Dorcus Webb	Florence Randolph
Cyndie Dyal	Raymond Sherrill	Juanita Rowell
	Becky Cooper	Norma Vallecillo

The Management Committee meeting was held at Azalea Gardens at 1:15 pm on Tuesday, April 25, 2006.

Stella South opened the meeting with a discussion on the following proposed policy changes:

- **Ceiling Rent** - CHA is considering raising the ceiling rent for new tenants. This would not affect existing tenants until their yearly re-examination.
- **Security Deposit** - CHA is considering raising the security deposit from \$100 to \$200, in order to more accurately cover damage costs at move-out. Half of this deposit would be payable upon lease signing, the other half could be paid in two increments with the first two months' rent payments.
- **Returned Check Fee** - Currently CHA is only charging a tenant the bank fee when their check is returned. This, however, doesn't cover any administrative costs that are incurred. CHA is considering raising the returned check fee to an amount more in line with what other area merchants charge, probably \$20.00 - \$30.00.

With there being no further questions or comments the meeting was adjourned.

## **Attachment F**



# **5 Year Plan**

## **Management Committee Meeting**

### **May 19, 2006**

#### **Attendance:**

<b><u>CHA Staff</u></b>	<b><u>Residents</u></b>	
Harold Christopher	Linda Abston	Don Jordan
Janet Collins	Marie Burden	Debra Smith
Stella South	Brian Dearmon	Whaler Stevens
Cyndie Dyal	Rema Johnson	Norma Vallecillo

The Management Committee meeting was held at Family Place on Pinewood Drive at 1:15 pm on Friday, May 19, 2006.

Stella South opened the meeting with a discussion on the following proposed policy changes:

- **Ceiling Rent** - CHA is considering raising the ceiling rent. This change would only affect new tenants.
- **Security Deposit** - CHA is considering raising the security deposit from \$100 to \$200 in order to more accurately cover damage costs at move-out.
- **Returned Check Fee** - CHA is proposing to raise the fee which is more in line with standard fees charged by area merchants, probably \$20.00.

With there being no further questions or comments the meeting was adjourned.

## **Attachment G**



# **5 Year Plan**

## **Maintenance Committee Meeting**

### **April 25, 2006**

#### **Attendance:**

<b><u>CHA Staff</u></b>	<b><u>Residents</u></b>	
Harold Christopher	David Rose	Ursula Schedewie
Janet Collins	Mary Rose	Ralph Sherrill
Cammie Music	Verne Wilson	Carol Luttrell
Stella South	Grace Kelsch	Sherry Vincil
Kimber Woodward	Dorcus Webb	Florence Randolph
	Raymond Sherrill	Juanita Rowell
	Becky Cooper	Norma Vallecillo

The Maintenance meeting was held at Azalea Gardens at 1:30 pm on Tuesday, April 25, 2006.

Harold Christopher opened the meeting with a discussion on the following policies:

- Keep lawns mowed and free of trash
- No parking allowed in yards
- Outdoor furniture is only allowed on porches
- Any work orders need to be called in on a timely basis

Harold also discussed the recent water policy change that necessitated removing outdoor hose bibb handles at certain projects.

Tenants brought up the following concerns:

- Shower stalls at Azalea Gardens tend to let water out onto bathroom floors. An easy solution could be to get longer shower curtains.
- Cabinets over the commodes at Azalea Gardens are hard to reach. Harold Christopher indicated that these could not be moved.
- In public housing, there are some storage buildings in need of repair. Harold Christopher replied that these repairs must be done by the tenant.

The next meeting will be scheduled at a later time. With there being no further questions or comments the meeting was adjourned.

## **Attachment H**



# **5 Year Plan**

## **Maintenance Committee Meeting**

### **May 19, 2006**

#### **Attendance:**

<u><b>CHA Staff</b></u>		<u><b>Residents</b></u>
Harold Christopher	Linda Abston	Don Jordan
Janet Collins	Marie Burden	Debra Smith
Stella South	Brian Dearmon	Whaler Stevens
Cyndie Dyal	Rema Johnson	Norma Vallecillo

The Maintenance Meeting was held at Family Place on Pinewood Drive at 1:30 pm on Friday, May 19, 2006.

Harold Christopher opened the meeting with a few comments on some common maintenance issues.

- **Call work orders in as soon as you can.** Please do not wait until it becomes a major issue, or wait until paying rent to report maintenance items.
- **Keep lawn mowed and trimmed.** Residents are responsible for their own mowing. Mowers can be rented from the maintenance department if needed.
- **No parking or driving on lawn.** Parking is only allowed street-side or in driveway (if provided).

Mr. Christopher also explained the necessity for removing the faucet handles on some of the housing units. CHA recently completed a water usage study that showed that projects that did not have individual water meters on their units used a substantially higher amount of water than those that were separately metered. This necessitated a change in CHA policy that removed access to outdoor water spickets, as well as prohibiting the use of pools at public housing units.

Mr. Christopher then opened the floor for comments from residents. Items that were mentioned for future plans included:

- Adding back doors to units that do not already have them.
- Installing speed bumps in all projects to force traffic to slow down.
- Add washer/dryer hookups in units that do not already have them.
- Add a privacy fence at the back of the units.
- At projects that do not have driveways, stripe and number parking spaces for street-side parking.

There being no more comments, the meeting was adjourned.

### **Attachment I**



# **5 Year Plan**

## **Resident Initiatives Committee Meeting**

### **April 25, 2006**

#### **Attendance:**

<b><u>CHA Staff</u></b>	<b><u>Residents</u></b>	
Harold Christopher	David Rose	Ursula Schedewie
Janet Collins	Mary Rose	Ralph Sherrill
Cammie Music	Verne Wilson	Carol Luttrell
Stella South	Grace Kelsch	Sherry Vincil
Kimber Woodward	Dorcus Webb	Florence Randolph
Cyndie Dyal	Raymond Sherrill	Juanita Rowell
	Becky Cooper	Norma Vallecillo

The Resident Initiatives Committee meeting was held at Azalea Gardens at 2:00 pm on Tuesday, April 25, 2006. Cyndie Dyal opened the meeting with a request for suggestions for new activities.

Residents suggested the following:

- Bingo twice a month
- Popcorn and movie two times a month
- Birthday party once a month for residents with a birthday that month
- Cookout once a month
- Singing
- Flower fund (put money into a can to buy flowers for funerals)

The next meeting will be scheduled at a later time. With there being no further questions or comments the meeting was adjourned.

## **Attachment J**



# **5 Year Plan**

## **Resident Initiatives Committee Meeting**

### **May 19, 2006**

## **Minutes**

### **Attendance:**

<b><u>CHA Staff</u></b>	<b><u>Residents</u></b>	
Harold Christopher	Linda Abston	Don Jordan
Janet Collins	Marie Burden	Debra Smith
Stella South	Brian Dearmon	Whaler Stevens
Cyndie Dyal	Rema Johnson	Norma Vallecillo

The Resident Initiatives Committee meeting was held at Family Place on Pinewood Drive at 1:30 pm on Friday, May 19, 2006.

Cyndie Dyal opened the meeting with a request for suggestions on new activities. The following suggestions were made:

- Adult craft classes
- Additional bingo nights
- More resident picnics
- More "Meet and Greet"
- More dances with live bands
- Establish a singles social club

With there being no further questions or comments the meeting was adjourned.

## **Attachment K**



# **5 Year Plan**

## **Security Committee Meeting**

### **April 25, 2006**

#### **Attendance:**

<u><b>CHA Staff</b></u>	<u><b>Residents</b></u>	
Harold Christopher	David Rose	Ursula Schedewie
Janet Collins	Mary Rose	Ralph Sherrill
Cammie Music	Verne Wilson	Carol Luttrell
Stella South	Grace Kelsch	Sherry Vincil
Kimber Woodward	Dorcus Webb	Florence Randolph
	Raymond Sherrill	Juanita Rowell
	Becky Cooper	Norma Vallecillo

The Security meeting was held at Azalea Gardens at 1:00 pm on Tuesday, April 25, 2006. Janet Collins opened the meeting with an introduction of CHA staff members and guests Jim Marshall and B. Reagan from Marshall Security.

There were concerns voiced about the following:

- Vehicle traffic through Azalea Gardens' parking lot after 9:00 pm.
- People entering/leaving AG after 12:00 am. It is assumed that these are guests/relatives that have keys to the unit they are visiting.
- Someone is leaving a mess in the AG kitchen.
- There was graffiti reported on a shed.

It was noted that the front door to Azalea Gardens is locked by the community cares people each day at 5:30 pm. Residents have a key to enter.

Discussion was held with Jim Marshall and B. Reagan for suggestions on increasing security at Azalea Gardens. Recommendations included:

- adding security cameras
- having a community cares member/staff member there 24 hours a day
- requiring a written log of visitors in and out
- changing the locks in case there are extra people who have keys to the facility

The next meeting will be scheduled at a later time. With there being no further questions or comments the meeting was adjourned.

### **Attachment L**



# **5 Year Plan**

## **Security Committee Meeting**

### **May 19, 2006**

#### **Attendance:**

<b><u>CHA Staff</u></b>	<b><u>Residents</u></b>	
Harold Christopher	Linda Abston	Don Jordan
Janet Collins	Marie Burden	Debra Smith
Stella South	Brian Dearmon	Whaler Stevens
Cyndie Dyal	Rema Johnson	Norma Vallecillo

The Security meeting was held at Family Place on Pinewood Drive at 1:00 pm on Friday, May 19, 2006.

Janet Collins opened the meeting with an introduction of CHA staff members and asked for comments regarding security issues.

A resident mentioned that there was someone speeding through Pinewood Drive. There were also some cars broken into on Netherton Court, though nothing was taken.

When asked about security patrolling, Ms. Collins reported that security tries to stagger the times they patrol different areas in order to keep from a normal routine that could be tracked. City police also make regular rounds in the area.

With there being no further questions or comments the meeting was adjourned.

## **Attachment M**



## **Statement on Progress on Meeting 5-Year Plan Mission**

### **Goal: Apply for additional rental vouchers.**

The Crossville Housing Authority has currently applied for additional Section 8 Shelter Plus vouchers to expand the supply of housing within its jurisdiction.

### **Goal: Leverage private or other public funds to create additional housing opportunities.**

The CHA will continue to leverage private or other public funds to create additional housing opportunities for its residents.

### **Goal: Acquire or build units or developments.**

The CHA will continue to expand affordable housing using the Low Income Tax Credits and below-market loans through the Federal Home Loan Bank's Affordable Housing Program. The CHA is expanding the supply of affordable housing throughout the area without traditional HUD assistance.

### **Goal: Improve public housing management.**

The CHA continues to work toward improving overall management. The CHA staff attends as many training programs related to public housing and Section 8 management as is possible throughout the year to stay abreast of changing regulations.

### **Goal: Renovate or modernize public housing units.**

The CHA has continually upgraded its public housing units through the Capital Funds Program. All modernization activities are addressed in accordance with need as well as through residents' requests in all developments.

### **Goal: Increase assisted housing choices.**

The CHA conducts outreach efforts to potential voucher landlords through the Section 8 Program when necessary. Coordinating meetings between potential landlords and voucher-holders helps to increase the lease-up rate of CHA's Section 8 program.

CHA continues to expand homeownership opportunities by participating in the Section 8 Homeownership Program, the 5H Program and the 523 Program. Many of these efforts are done in partnership with a local non-profit organization that specializes in homeownership.

### **Goal: Promote self-sufficiency and asset development of families and individuals.**

Through our FSS and community service program, we work with area organizations such as Tennessee Career Center and Creative Compassion, Inc. to offer assistance in GED preparation and testing, credit counseling, and job hunting skills.

## **Attachment N**



## **Resident Membership of PHA Governing Body**

As required by the QHWRA through regulations published in the October 21, 1999 Federal Register, the CHA has a resident serving on the Board of Commissioners.

**Gladys McNeal – Resident Commissioner**  
since **August 12, 2003**

### **Attachment O**



## **Membership of the Resident Advisory Board**

### **Management Committee**

Stella South, Assistant Director  
Crossville Housing Authority

Connie Lawson  
40 Rose Street  
Crossville, TN 38555

Ollie Holmes  
245 W. First Street  
Crossville, TN 38555

Gladys McNeal  
220 West First Street  
Crossville, TN 38555

### **Resident Initiatives Committee**

Cyndie Dyal, Resident Initiatives Coordinator  
Crossville Housing Authority

Wilma Dyal  
291 Goodwin Circle  
Crossville, TN 38555

Janet Dunbar  
50 Netherton Court  
Crossville, TN 38555

Jason Lawson  
144 Goodwin Circle  
Crossville, TN 38555

Mary Phillips  
56 Braun Hill Circle  
Crossville, TN 38555

Gladys McNeal  
220 West First Street  
Crossville, TN 38555

Charlene Gunter  
67 Goodwin Circle  
Crossville, TN 38555

Dorcas Webb  
87 Willowood Loop #11  
Crossville, TN 38555

### **Security Committee**

Janet Collins, Occupancy Specialist  
Crossville Housing Authority

Ollie Holmes  
245 West First Street  
Crossville, TN 38555

### **Maintenance Committee**

Harold Christopher, Maintenance Supervisor  
Crossville Housing Authority

Ollie Holmes  
245 West First Street  
Crossville, TN 38555

## **Attachment P**



## **Resident Council Board Members**

### **Resident Council Board Members**

Janet Dunbar, President  
50 Netherton Court  
Crossville, TN 38555

Rebecca Cooper, Historian  
228 West First Street  
Crossville, TN 38555

Mary Phillips, Treasurer  
56 Braun Hill Circle  
Crossville, TN 38555

Wilma Dyal  
291 Goodwin Circle  
Crossville, TN 38555

### **Representatives**

Ollie Holmes  
Dorcas Webb  
Elsa Carmelino

Gladys McNeal  
Jason Lawson

## **Attachment Q**



## **Section 8 Program Capacity Statement**

Requires that financing for purchase of a home under its Section 8 homeownership program will: be provided, insured or guaranteed by the State or Federal Government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

### **Attachment R**



## Public Housing Assessments

**TN042-01 (54 units):** This development, although over 40 years old, remains one of our most popular. The maintenance cost is a little higher than most of our other Crossville developments due to the age and construction of the units. The per-unit expense for this development, based on project based accounting, is \$397.90 PUM. However, the cost of operating public housing is about the same as the Section 8 program. This project has a Capital Funds program underway. It will take a few years to complete, but when finished will create a real savings. The Section 8 program cost is currently \$320.59 PUM but is increasing at the rate of 9.8% for the first six months of this year. The public housing subsidy is decreasing with HUD only funding PHAs at 88.5% of eligible subsidy. The Capital Funds have also decreased recently, with the CHA losing \$42,000. The total funding in public housing cost, including capital funds, would be a decrease in funding. Currently, there is no available affordable housing to replace this asset.

**TN042-02 (26 Units):** This development is one of our outlying developments so the operating cost is a little higher than most. The per-unit expense for this development, based on project based accounting, is \$364.39 PUM. However, the cost of operating public housing is about the same as the Section 8 program. The Section 8 program cost is currently \$320.59 PUM, but is increasing at the rate of 9.8% for the first six months of this year. The public housing subsidy is decreasing with HUD only funding PHAs at 88.5% of eligible subsidy. The Capital Funds have also decreased recently with the CHA losing \$42,000. The total funding in public housing cost including capital funds would be a decrease in funding. Currently, there is no available affordable housing to replace this asset.

**TN042-03 (12 units):** This development is one of our outlying developments so we expect the operating cost is a little higher than most. This year there were some capital improvements to the development, which kept costs low. The per-unit expense for this development, based on project based accounting, is \$322.65 PUM. However, the cost of operating public housing is about the same as the Section 8 program. The Section 8 program cost is currently \$320.59 PUM but is increasing at the rate of 9.8% for the first six months of this year. The public housing subsidy is decreasing with HUD only funding PHAs at 88.5% of eligible subsidy. The Capital Funds have also decreased recently with the CHA losing \$42,000. The total funding in public housing cost, including capital funds, would be a decrease in funding. Currently, there is no available affordable housing to replace this asset.

**TN042-04 (75 units):** This development is our largest development and is also one of the best designed in our inventory. The per-unit expense for this development, based on project based accounting, is \$285.98 PUM. Capital improvements were recently completed and we expect those costs to drop. The cost of operating this public housing is less than the Section 8 program. The Section 8 program cost is currently \$320.59 PUM, and is increasing at the rate of 9.8% for the first six months of this year. The public housing subsidy is decreasing with HUD only funding PHAs at 88.5% of eligible subsidy.



The Capital Funds have also decreased recently with the CHA losing \$42,000. The total funding in public housing cost, including capital funds, would be a decrease in funding. Currently, there is no available affordable housing to replace this asset

**TN042-05 (20 units):** This development is one of our outlying developments. The cost of operation includes the cost of operation of a sewer plant on the site. The cost of a licensed operator for the plant is a burden. The development has a high percentage of elderly, which helps lower cost. The per-unit expense for this development, based on the project based accounting, is \$331.96 PUM. However, the cost of operating public housing is about the same as the Section 8 program. The Section 8 program cost is currently \$320.59 PUM, but is increasing at the rate of 9.8% for the first six months of this year. The public housing subsidy is decreasing with HUD only funding PHAs at 88.5% of eligible subsidy. The Capital Funds have also decreased recently with the CHA losing \$42,000. The total funding in public housing cost including capital funds would be a decrease in funding. Currently, there is no available affordable housing to replace this asset.

**TN042-6 (51 units):** This development is one of our most desirable due to its location. It is within walking distance of two shopping centers and there is a Daycare/Headstart center on site. The per-unit expense for this development, based on project based accounting, is 320.56 PUM. The cost of operating this public housing is less than the Section 8 program. The Section 8 program cost is currently \$320.59 PUM and is increasing at the rate of 9.8% for the first six months of this year. The public housing subsidy is decreasing with HUD only funding PHAs at 88.5% of eligible subsidy. The Capital Funds have also decreased recently with the CHA losing \$42,000. The total funding in public housing cost, including capital funds, would be a decrease in funding. Currently, there is no available affordable housing to replace this asset.

**TN042-07 (56 units):** This development has a very high elderly and disabled population. It is also one of our newest built in 1978. The per unit expense for this development, based on the project based accounting, is \$341.85 PUM. However, the cost of operating public housing is about the same as the Section 8 program. The Section 8 program cost is currently \$320.59 PUM, but is increasing at the rate of 9.8% for the first six months of this year. The public housing subsidy is decreasing with HUD only funding PHAs at 88.5% of eligible subsidy. The Capital Funds have also decreased recently with the CHA losing \$42,000. The total funding in public housing costs, including capital funds, would be a decrease in funding. Currently, there is no available affordable housing to replace this asset.

**TN042-14 (15 units):** This development is all single family homes and was built to enhance our Family Self-Sufficiency program. The development is included in a Section 32 homeownership program. However, the cost of operating public housing is about the same as the Section 8 program. The Section 8 program cost is currently \$320.59 PUM, but is increasing at the rate of 9.8% for the first six months of this year. The public



housing subsidy is decreasing with HUD only funding PHAs at 88.5% of eligible subsidy. The Capital Funds have also decreased recently with the CHA losing \$42,000. The total funding in public housing cost, including capital funds, would be a decrease in funding. Currently, there is no available affordable housing to replace this asset.

**TN042-16 (24 units):** This development is all single family homes and was built to enhance our Family Self-Sufficiency program. This development is included in a Section 32 homeownership program. The cost of operating this public housing project is less than the Section 8 program. The per unit expense for this development based on the project based accounting is \$309.50 PUM. The Section 8 program cost is currently \$320.59 PUM, and is increasing at the rate of 9.8 % for the first six months of the year. The public housing subsidy is decreasing with HUD only funding PHAs at 88.5% of eligible subsidy. Capital Funds have also decreased recently with the CHA losing \$42,000. The total funding in public housing cost, including capital funds, would be a decrease in funding. Currently, there is no available affordable housing to replace this asset.

## **Attachment S**



## Resident Survey Action Plan

### Resident Report for 2005 (Overall for all developments)

<u>Indicator</u>	<u>Actual Score</u>	<u>Maximum Score</u>
Survey Results	4.2	5.0
Maintenance and Repair	0.9	1.0
Communication	0.8	1.0
Safety	0.8	1.0
Services	0.9	1.0
Appearance	0.8	1.0
Implementation Plan	2.0	2.0
Follow-Up Plan	3.0	3.0
Total	9.2	10

<u>Overall Scores</u>	<u>2005</u>	<u>2004</u>
Maintenance and Repair	93.0	91.0
Communication	75.5	74.9
Safety	78.5	73.7
Services	93.4	92.6
Neighborhood Appearance	77.9	75.8

Crossville Housing Authority will continue to strive toward making improvements for residents in all above indicators.

#### Maintenance and Repair

CHA has an annual preventative maintenance inspection and continues to make modernization improvements resulting in fewer repairs required.

#### Communication

CHA makes available to residents twice a month the *Coffee with the Director* meetings. Residents are always invited to attend the Resident Council meetings. Transportation is provided for those in need. Announcements are routinely made in the quarterly newsletter, and by postings at various CHA buildings.

#### Safety

CHA plan deals with issues related to safety through a committee formed of residents, community members and our local police department. Several suggestions for community safety have come out of a series of resident meetings.

#### Services



Maintenance issues are routinely dealt with as quickly as possible. Tenants are given a Tenant Handbook detailing items that are their responsibility as well as giving information on how to report problems to CHA.

CHA provides a wide variety of resident services including daycare and after-school care for children, transportation for eligible residents to necessary appointments, GED and computer training, and a host of supportive services for eligible elderly and handicapped residents.

#### Neighborhood Appearance

As funds permit, CHA regularly works on improving the appearance of neighborhoods. In the plans for 2006 is the addition of two children's playgrounds, additional landscaping and painting. Residents are encouraged to give input through regular CHA meetings.

## **Attachment T**



## **Crossville Housing Authority Deconcentration Policy**

It is Crossville Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. The specific objective of the Crossville Housing Authority is to house no less than 40% of its public inventory with families that have incomes at or below 30% of area median income by public housing development. The Authority will also take action to insure that no individual development has a concentration of higher income families. To meet this objective, the Authority will skip families on the waiting list to reach other families with a lower or higher income. This will be accomplished in a uniform and non-discriminatory manner.

The Crossville Housing Authority will affirmatively market public housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income will not be steered toward higher income developments. The Authority will not house families with incomes higher than 30% of the area median income in developments that already have 60% or more households with incomes that exceed 30% of the area median income.

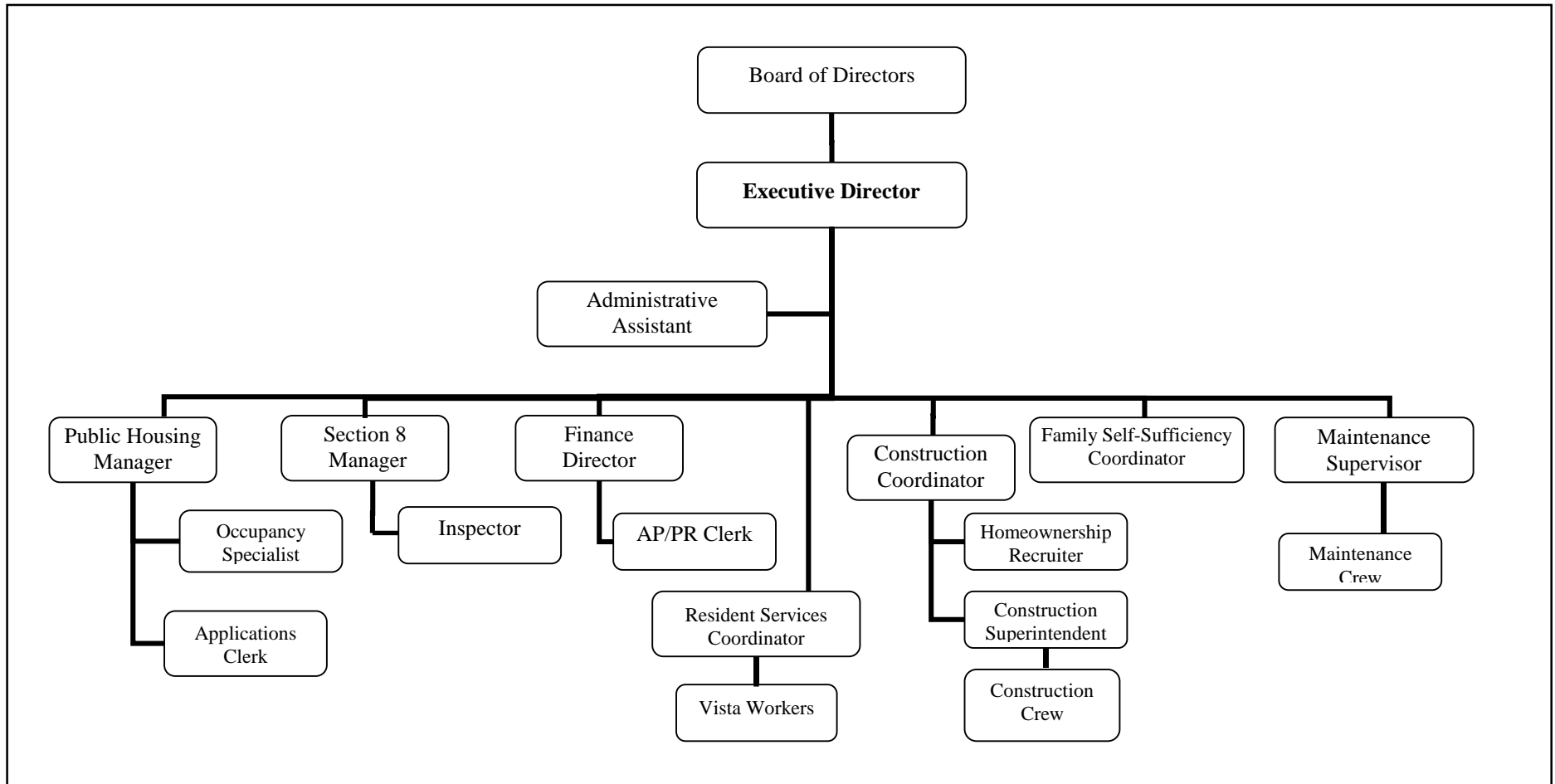
Prior to the beginning of each fiscal year, the Authority will analyze the income levels of families residing in each development, the income levels of census tracts in which the developments are located, and the income levels of the families on the waiting list. Based on this analysis, the Authority will establish a numerical goal for housing 40% of new admissions to families whose incomes are at or below 30% of the area median income. The annual goal will be calculated by taking 40% of the total numbers of move-ins from the previous fiscal year. If necessary, the Authority will determine the level of additional marketing strategies and deconcentration incentives to implement to meet the objective of this policy.



## Attachment U

# Crossville Housing Authority

## Organizational Chart





### Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

[illegible]



**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Crossville Housing Authority	Grant Type and Number Capital Fund Program Grant No:TN37PO4250107 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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☒ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision #)  
☐ Performance and Evaluation Report for Period Ending: ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	90,000			
3	1408 Management Improvements	30,000			
4	1410 Administration	25,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	40,000			
10	1460 Dwelling Structures	90,000			
11	1465.1 Dwelling Equipment—Nonexpendable	15,000			
12	1470 Nondwelling Structures	50,000			
13	1475 Nondwelling Equipment	20,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,000			
18	1499 Development Activities	102,248			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	464,248			



22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			



# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-5	Plumbing	1460	100%	15,000				
	Electrical	1460	100%	15,000				
	Cabinets	1460	100%	5,000				
	Walls/Ceilings	1460	100%	10,000				
	Flooring	1460	100%	5,000				
	Mechanical	1460	100%	21,000				
	Paint	1460	100%	10,000				
	Doors/Windows	1460	100%	29,000				
	Sidewalks/Curbs	1450	100%	18,000				
	Tot Lot	1450	100%	2,000				
	Appliances	1465 1	100%	15,000				
	Non-Dwelling Structures	1470	100%	50,000				
	Non Dwelling Equipment	1475 1	100%	20,000				
	Relocation	1496 1	100%	2,000				



**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Crossville Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37PO4250107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Clerk of the Works	1410 1		25,000				
Management Activities	Staff Training	1408		2,000				
	Office Automation	1408		10,000				
	Resident Employment	1408		6,000				
	Drug Elimination	1408		12,000				
	Speed up unit turnaround	1408		0				
	Speed up inspection	1408		0				
PHA Wide	Funds for Development	1409		102,248				
	Funds used for operation	1406		90,000				



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: Crossville Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: TN37P04250107 Replacement Housing Factor No:				Federal FY of Grant: 2007	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TN42-05	6-30-10			12-31-11			
PHA Wide	6-30-10			12-31-11			



# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Crossville Housing Authority	Grant Type and Number Capital Fund Program Grant No:TN37PO4250106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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☐ Original Annual Statement 
 ☐ Reserve for Disasters/ Emergencies 
 ☒ Revised Annual Statement (revision no: 1)

☒ Performance and Evaluation Report for Period Ending: 6-1-06 
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	20,000	90,000	0	0
3	1408 Management Improvements	30,000		0	0
4	1410 Administration	25,000		0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	40,000		0	0
10	1460 Dwelling Structures	160,000	105,000	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	15,000		0	0
12	1470 Nondwelling Structures	50,000	25,000	0	0
13	1475 Nondwelling Equipment	20,000		0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,000		0	0
18	1499 Development Activities	160,495	112,248	0	0
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	522,495	464,248		



22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			



# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: Crossville Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37PO4250106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-5	Plumbing	1460	100%	15,000	0			
	Electrical	1460	100%	15,000	0			
	Cabinets	1460	100%	5,000	0			
	Walls	1460	100%	10,000	0			
	Flooring	1460	100%	5,000	0			
	Mechanical	1460	100%	21,000	0			
	Paint	1460	100%	10,000	0			
	Roofs	1460	100%	50,000	0			
	Doors/Windows	1460	100%	29,000	0			
	Exterior Enhancement	1450	100%	2,000	0			
	Sidewalks/Curbs	1450	100%	36,000	0			
	Tot Lot	1450	100%	2,000	0			
	Appliances	1465 1	100%	15,000	0			
	Non-Dwelling Structures	1470	100%	50,000	0			
	Non Dwelling Equipment	1475 1	100%	20,000	0			
	Relocation	1496 1	100%	2,000	0			



# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-1	Plumbing	1460	100%	15,000		0	0	
	Electrical	1460	100%	15,000		0	0	
	Cabinets	1460	100%	5,000		0	0	
	Walls	1460	100%	10,000		0	0	
	Flooring	1460	100%	5,000		0	0	
	Mechanical	1460	100%	21,000		0	0	
	Paint	1460	100%	10,000		0	0	
	Roofs	1460	100%	50,000	0.00	0	0	
	Doors/Windows	1460	100%	29,000		0	0	
	Exterior Enhancement	1450	100%	2,000		0	0	
	Sidewalks/Curbs	1450	100%	36,000	31,000	0	0	
	Tot Lot	1450	100%	2,000		0	0	
	Appliances	1465 1	100%	15,000		0	0	
	Non-Dwelling Structures	1470	100%	50,000	25,000	0	0	
	Non Dwelling Equipment	1475 1	100%	20,000		0	0	
	Relocation	1496 1	100%	2,000		0	0	



**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Crossville Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37PO4250106 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2006</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Clerk of the Works	1410 1		25,000		0	0	
Management	Staff Training	1408		2,000		0	0	
Improvements	Office Automation	1408		10,000		0	0	
	Resident Employment	1408		6,000		0	0	
	Drug Elimination Program	1408		12,000		0	0	
	Speed up unit turnaround	1408		0		0	0	
	Speed up inspection	1408		0		0	0	
PHA	Funds for Development	1499		160,495	112,248	0	0	
Wide								
	Funds used for Operation	1406		20,000	90,000	0	0	



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

[illegible]



# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Crossville Housing Authority	Grant Type and Number Capital Fund Program Grant No:TN37PO4250105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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☐ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☐ Revised Annual Statement  
☒ Performance and Evaluation Report for Period Ending:6-30-06
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	20,000	104,499	0	0
3	1408 Management Improvements	30,000	37,000	37,000	19,846
4	1410 Administration	25,000	15,000	5,421	5,421
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	37,000	5,500	956	956
10	1460 Dwelling Structures	159,258	137,528	63,773	58,732
11	1465.1 Dwelling Equipment—Nonexpendable	12,000	10,000	9,800	0
12	1470 Nondwelling Structures	32,000	80,000	79,500	67,581
13	1475 Nondwelling Equipment	17,000		3,218	3,218
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	4,000	2,000	332	332
18	1499 Development Activities	186,237	113,968	0	0
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	522,495	522,495	200,000	156,086



**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

<b>PHA Name:</b> Crossville Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No:TN37PO4250105 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>2005</b>	
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement</b>					
<input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:6-30-06</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Crossville Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37PO4250105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-2	Plumbing	1460	100%	15,000	0			Reprogram
	Electrical	1460	100%	10,000	0			'
	Mechanical	1460	100%	10,294	0			'
	Floors	1460	100%	10,000	0			'
	Paint	1460	100%	10,000	0			'
	Cabinets	1460	100%	10,000	0			'
	Roofs	1460	100%	15,000	0			'
	Doors/Windows	1460	100%	10,000	0			'
	Exterior Enhancement	1450	100%	10,000	0			'
	Sidewalks/Landscaping	1450	100%	15,000	0			'
	Tot Lot	1450	100%	1,000	0			'
	Storage	1470	100%	10,000	0			'
	Non Dwelling Structures	1470	100%	12,000	0			'
	Appliances	1465 1	20 ea	7,000	0			'
	Relocation	1495 1	100%	2,000	0			"



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Crossville Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37PO4250105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-3	Plumbing	1460	100%	10,670	0			Reprogram
	Electrical	1460	100%	10,000	0			'
	Mechanical	1460	100%	10,294	0			'
	Floors	1460	100%	8,000	0			'
	Paint	1460	100%	5,000	0			'
	Cabinets	1460	100%	5,000	0			'
	Roofs	1460	100%	10,000	0			'
	Doors/Windows	1460	100%	10,000	0			'
	Exterior Enhancement	1450	100%	5,000	0			'
	Sidewalks/Landscaping	1450	100%	5,000	0			'
	Tot Lot	1450	100%	1,000	0			'
	Storage	1470	100%	5,000	0			'
	Non Dwelling Structures	1470	100%	5,000	0			'
	Relocation	1495 1	100%	2,000	0			'
	Appliances	1465 1	12 ea	5,000	0			'



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-1	Plumbing	1460	100%	0	20,000	13,000	11,998	Continued
	Electrical	1460	100%	0	15,000	12,294	14,145	From
	Mechanical	1460	100%	0	20,000	13,676	11,676	Previous
	Floors	1460	100%	0	15,000	2,914	2,914	Year
	Paint	1460	100%	0	10,000	1,983	1,983	'
	Cabinets	1460	100%	0	10,000	550	350	'
	Roofs	1460	100%	0	5,000	112	12	'
	Doors/Windows	1460	100%	0	15,000	1,089	989	'
	Walls & Ceilings	1460	100%	0	20,000	10,627	10,452	'
	Sidewalks/Landscaping	1450	100%	0	5,000	956	956	'
	Tot Lot	1450	100%	0	500	0	0	'
	Storage	1470	100%	0	500	0	0	'
	Non Dwelling Structures	1470	100%	0	500	0	0	'
	Relocation	1495 1	100%	0	2,000	332	332	'
	Appliances	1465 1	12 ea	0	10,000	9,800	0	'
TN42-6	Non-Dwelling Structures	1470	1	0	79,500	79,500	67,581	



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-4	Plumbing	1460	10%	0	1,000	1,000	250	Continued
	Electrical	1460	10%	0	1,000	1,000	327	From
	Mechanical	1460	10%	0	1,000	1,000	713	Previous Yr
	Floors	1460	10%	0	1,000	1,000	270	“
	Paint	1460	10%	0	1,000	1,000	125	“
TN42-14	Floors	1460	10%	0	1,512	1,512	1,512	5 year plan
TN 42-16	Floors	1460	10%	0	1,016	1,016	1,016	5 year plan
PHA WIDE	Non-dwelling equipment	1475	1	17,000		3,218	3,218	



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name: Crossville Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37PO4250105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Clerk of the Works	1410 1	100%	25,000	15,000	5,421	5,421	
Management	Staff Training	1408		2,000		2,000	0	
Improvements	Office automation	1408		10,000		10,000	19	
	Resident Employment	1408		6,000	0			
	Drug Elimination Program	1408		12,000	25,000	25,000	19,827	
	Speed up unit turn around	1408		0				
	Speed up unit inspection	1408		0				
	Funds for development	1499		186,237	113,968	0	0	
	Funds used for operation	1406		20,000	104,499	0	0	



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

[illegible]



# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Crossville Housing Authority	Grant Type and Number Capital Fund Program Grant No.TN37PO4250104 Replacement Housing Factor Grant No:	Federal FY of Grant: 1/2004
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☐ Original Annual Statement 
 ☐ Reserve for Disasters/ Emergencies 
 ☐ Revised Annual Statement (revision no☺)

☒ Performance and Evaluation Report for Period Ending: 6-30-2006 
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	20,000		20,000	20,000
3	1408 Management Improvements	30,000	31,468	31,468	31,468
4	1410 Administration	25,000	15,595	15,595	15,595
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	15,000	26,344	26,344	26,344
10	1460 Dwelling Structures	40,288	21,839	21,839	21,839
11	1465.1 Dwelling Equipment—Nonexpendable	8,670	16,378	16,378	16,378
12	1470 Nondwelling Structures	161,300	207,668	207,668	207,668
13	1475 Nondwelling Equipment	34,000	41,761	41,761	41,761
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,000	512	512	512
18	1499 Development Activities	131,936	86,629	86,629	60,646
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	468,194	468,194	468,194	442,211
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				



# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250104 Replacement Housing Factor Grant No:				Federal FY of Grant: 1/2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Appliances	1465 1	20/ea	8,670	16,378	16,378	16,378	Complete
	Truck	1475 1	1	34,000	41,761	41,761	41,761	"
	Funds used for Development	1499		131,936	86,629	86,629	60646	
	Funds used for Operation	1406		20,000		20,000	20,000	"
Administration	Clerk of the works	1410 1	100%	25,000	15,595	15,595	15,595	"
Management	Staff training	1408		2,000	2,068	2,068	2,068	"
Improvements	Office Automation	1408		10,000	6,630	6,630	6,630	"
	Resident Employment	1408		6,000	0			
	Drug Elimination Program	1408		12,000	22,770	22,770	22,770	"
	Speed up unit turnaround	1408		0		0	0	"
	Speed up inspection	1408		0		0	0	"



## Part II: Supporting Pages



# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250104 Replacement Housing Factor Grant No:				Federal FY of Grant: 1/2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
42-4	Plumbing	1460	50%	3,576	1,352	1,352	1,352	Complete
	Electrical	1460	50%	5,000	500	500	500	"
	Mechanical	1460	25%	5,000	2,479	2,479	2,479	"
	Walls	1460	50%	5,000	6,892	6,892	6,892	"
	Paint	1460	100%	10,000	726	826	726	"
	Cabinets	1460	100%	2,000	644	644	644	"
	Roofing	1460	50%	2,000	0	0	0	Reprogram
	Reconfigure Unit	1460	1	5,000	0	0	0	Reprogram
	Flooring	1460	75%	2,000	598	598	598	Complete
	Doors & windows	1460	100%	712	0	0	0	Reprogram
	Exterior Enhancement	1450	25%	1,000	0	0	0	Reprogram
	Repair/replace sidewalks	1450	25%	13,000	18,714	18,714	18,714	Complete
	Porch posts & handrails	1450	100%	1,000	0	0	0	Reprogram
	M/M/C Buildings	1470	25%	161,300	169,131	169,131	169,131	Complete
	Relocation	1495 1	100%	2,000	512	512	512	Complete
42-6	M/M/C Buildings	1470	25%	0	32,001	32,001	32,001	2004 5-yr



# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part III: Implementation Schedule

PHA Name: Crossville Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: TN37PO4250104 Replacement Housing Factor No:					Federal FY of Grant: 1/2004
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TN42-1	6-30-07	1-31-06	1-31-06	12-31-08	1-31-06	1-31-06	Completed early
TN42-4	0	1-31-06	1-31-06	0	1-31-06	1-31-06	Completed early
TN42-6	0	1-31-06	1-31-06	0	1-31-06	1-31-06	Completed early
tn42-7	0			12-31-08			
PHA WIDE	6-30-07			12-31-08			



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name Crossville Housing Authority				<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1 2007	Work Statement for Year 2 FFY Grant: PHA FY: 2008	Work Statement for Year 3 FFY Grant: PHA FY: 2009	Work Statement for Year 4 FFY Grant: PHA FY:20010	Work Statement for Year 5 FFY Grant: PHA FY: 2011
	Annual Statement				
TN42-1					143,500
TN42-2					71,750
TN42-3					71.750
TN42-4					
TN42-5					
TN42-6		287,000			
TN42-7			287,000		
TN42-14				143,500	
TN42-16				143,500	
PHA Wide		177,248	177,248	177,248	177,248
CFP Funds Listed for 5-year planning		464,248	464,248	464,248	464,248
Replacement Housing Factor Funds					



Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: PHA FY: 2007			Activities for Year: <u>2</u> FFY Grant: PHA FY: 2007		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	TN42-6	Plumbing	15,000	PHA Wide		
Annual		Electric	15,000			
Statement		Cabinets	5,000	Management	Staff training	2,000
		Walls	10,000	Improvements	Office Automation	10,000
		Flooring	5,000		Resident Employment	6,000
		Mechanical	21,000		Drug Elim Program	12,000
		Paint	10,000		Speed up unit turnaround	0
		Roofs	50,000			0
		Doors/Windows	29,000		Speed up Inspections	0
		Exterior Enhancement	2,000	Administration	Clerk of the Works	25,000
		Sidwalks/Paving	10,000			
		Tot Lot	2,000		Funds for Development	102,248
		Appliances	15,000			
		Non-Dwelling Structures.	50,000		Funds for operation	20,000
		Non-Dwelling Equip.	20,000			
		Relocation	2,000			
		Reconfigure Units	26,000			
Total CFP Estimated Cost			\$287,000			\$177,248



Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : <u>3</u> FFY Grant: PHA FY: 2008			Activities for Year: <u>3</u> FFY Grant: PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	TN42-7	Plumbing	15,000	PHA Wide		
Annual		Electric	15,000			
Statement		Cabinets	5,000	Management	Staff training	2,000
		Walls	10,000	Improvements	Office Automation	10,000
		Flooring	5,000		Resident Employment	6,000
		Mechanical	21,000		Drug Elim. Program	12,000
		Paint	10,000		Speed up unit turnaround	0
		Roofs	50,000			0
		Doors/Windows	29,000		Speed up Inspections	0
		Exterior Enhancement	2,000	Administration	Clerk of the Works	25,000
		Sidewalks/Paving	10,000			
		Tot Lot	2,000		Funds for Development	102,248
		Appliances	15,000			
		Non-Dwelling Structure	50,000		Funds for operation	20,000
		Non-Dwelling Equip.	20,000			
		Relocation	2,000			
		Reconfigure Units	26,000			
Total CFP Estimated Cost			\$287,000			\$177,248



Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: PHA FY: 2009			Activities for Year: <u>4</u> FFY Grant: PHA FY: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	TN42-14	Plumbing	7,500	TN42-16	Plumbing	7,500
Annual		Electric	7,500		Electric	7,500
Statement		Cabinets	2,500		Cabinets	2,500
		Walls	5,000		Walls	5,000
		Flooring	2,500		Flooring	2,500
		Mechanical	10,500		Mechanical	10,500
		Paint	5,000		Paint	5,000
		Roofs	25,000		Roofs	25,000
		Doors/Windows	14,500		Doors/Windows	14,500
		Exterior Enhancement	1,000		Exterior Enhancement	1,000
		Sidewalks/Paving	5,000		Sidewalks/Paving	5,000
		Tot Lot	1,000		Tot Lot	1,000
		Appliances	7,500		Appliances	7,500
		Non-Dwelling Structures	25,000		Non-Dwelling Structures	25,000
		Non-Dwelling Equip.	10,000		Non-Dwelling Equip	10,000
		Relocation	1,000		Relocation	1,000
		Reconfigure Units	13,000		Reconfigure Units	13,000
Total CFP Estimated Cost			\$143,500			\$143,500



Capital Fund Program Five-Year Action Plan						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: PHA FY: 2009			Activities for Year: <u>5</u> FFY Grant: PHA FY: 2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	PHA Wide			TN42-1	Plumbing	7,500
<b>Annual</b>	Management	Staff training	2,000		Electric	7,500
<b>Statement</b>	Improvements	Office Automation	10,000		Cabinets	2,500
		Resident Employment	6,000		Walls	5,000
		Drug Elim. Program	12,000		Flooring	2,500
		Speed up unit turnaround	0		Mechanical	10,500
					Paint	5,000
		Speed up inspection	0		Roofs	25,000
					Doors/Windows	14,500
	Administration	Clerk of the Works	25,000		Exterior Enhancement	1,000
					Sidewalks/Paving	5,000
		Funds for Development	102,248		Tot Lot	1,000
					Appliances	7,500
		Funds for Operation	20,000		Non-Dwelling Structures	25,000
					Non-Dwelling Equip	10,000
					Relocation	1,000
					Reconfigure Units	13,000
Total CFP Estimated Cost			\$177,248			\$143,500



Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year : <u>5</u> FFY Grant: PHA FY:2011			Activities for Year: <u>5</u> FFY Grant: PHA FY: 2011		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
TN42-2	Plumbing	3,750	TN42-3	Plumbing	3,750
	Electric	3,750		Electric	3,750
	Cabinets	1,250		Cabinets	1,250
	Walls	2,500		Walls	2,500
	Flooring	1,250		Flooring	1,250
	Mechanical	5,250		Mechanical	5,250
	Paint	2,500		Paint	2,500
	Roofs	12,500		Roofs	12,500
	Doors/Windows	7,250		Doors/Windows	7,250
	Exterior Enhancement	500		Exterior Enhancement	500
	Sidewalks/Paving	2,500		Sidewalks/Paving	2,500
	Tot Lot	500		Tot Lot	500
	Appliances	3,750		Appliances	3,750
	Non-Dwelling Structures	12,500		Non-Dwelling Structures	12,500
	Non-Dwelling Equip	5,000		Non-Dwelling Equip	5,000
	Relocation	500		Relocation	500
	Reconfigure Units	6,500		Reconfigure Units	6,500
Total CFP Estimated Cost		\$71,750			\$71,750



**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year : <u>  5  </u> FFY Grant: PHA FY:2011			Activities for Year: ____ FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA Wide					
Management	Staff Training	2,000			
Improvements	Office Automation	10,000			
	Resident Employment	6,000			
	Drug Elim. Program	12,000			
	Speed up unit turnaround	0			
	Speed up inspection	0			
Administration	Clerk of the works	25,000			
	Funds for Development	102,248			
	Funds for Operation	20,000			
Total CFP Estimated Cost		\$177,248			